

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** COUNTY ADMINISTRATOR

**Date:** 01/04/08

**Position Level:** 16

**FLSA Status:** Exempt

**Class Code:** 16-1

### GENERAL DESCRIPTION

This position is the Chief Administrative Official of the County. Overall responsibility for the daily operations of County Government, except for Constitutional Officer functions. This includes Veterans Affairs, Key West Airport, Fire Rescue and the oversight of 9 divisions.

### KEY RESPONSIBILITIES

1. \*Overall responsibility for Agenda preparation and attending Board of County Commissioners meetings.
2. Responsible for specific projects or issue responsibility for completion of such.
3. Serve as liaison w/Federal, State, Local Governments and Constitutional Officers.
4. Interact with the press, public and interest organizations.
5. Responsible for budget preparation and presentation to the Board of County Commissioners.
6. \*Responsible for decision making and administration of specific personnel issues.
7. Interact with individual County Commissioners and Politicians.
8. \*Responsible for recommending policy to the BOCC and for implementing those decisions.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> COUNTY ADMINISTRATOR	<b>Class Code:</b> 16-1	<b>Position Level:</b> 16
---	-------------------------	---------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Master's Degree required. Major(s) required: Public Administration or related field.
<i>Experience:</i>	Over 10 years.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Multifaceted: Work is broad in scope covering virtually the entire County's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on the County.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Has overall responsibility for providing direction and guidance for Monroe County.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Must possess qualifications for membership in professional association such as International City Management Association (ICMA).

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: <u>Deborah Frederick</u>	Signature: <u>[Signature]</u>	Date: <u>1/4/08</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_